

8 December 1977

MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer, ODP

STATINTL FROM : [REDACTED]
Chief, Administrative Staff, ODP

SUBJECT : Admin Staff Weekly Report
5 December - 9 December

1. SPACE

STATINTL

a. GSA reinstituted its roadblock in approving renovations in [REDACTED] Building so that part of CAMS can be moved in. Approval is intertwined with the GSA/lessor dispute of long-standing over the adequacy of the heating and air conditioning systems. O/L has been advised informally that GSA will give the approval to begin renovations early next week. [REDACTED]

STATINTL

b. DCD is scheduled to move out of the 8th floor of Ames Building the week of 19 December. DD/O elements now on the fourth floor will move to the 8th. Rooms 405 and 436 will be turned over to SPS, raising its 4th floor space from 4,145 square feet to 6,510 square feet. LSD understands it is to identify another 500 square feet on the 4th floor to round out the SPS requirement. [REDACTED]

STATINTL

2. PERSONNEL

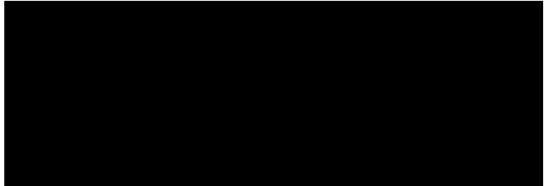
STATINTL

a. [REDACTED] from the DDA's EEO Office held two briefings this week for ODP employees to explain the Full Utilization of Skills and Training Program (FUST) and also to pass out some forms which all employees GS-12 and below are being asked to complete. If you were unable to attend either of these briefings and have not received your form please call Margaret ext. 4502. All ODP employees GS-12 and below must return a form to DDA/EEO, 6E2917 Headquarters. Please call Margaret if you have any questions concerning the form or the FUST Program. [REDACTED]

STATINTL

3. TRAINING

a. President's Executive Exchange Program:
we've been asked to nominate candidates for the President's Executive Exchange Program. DD/A is still collecting specific's about this program. Generally, however, participants will spend about a year in another government agency or with a private company. Interchange executives should be GS-13 and above, 30 to 45 years old, high potential, and willing to relocate. We must have our nominations by 13 December 1977.



STATINTL